

LANCASTER COUNTY APPRAISER APPRENTICE

NATURE OF WORK

This is apprentice level, technical work applying the appraisal process to residential or commercial property in Lancaster County.

Work involves following established guidelines in the appraisal and assessment of residential or commercial property. Work also involves assisting an Appraiser in developing estimates of property value through the application of established procedures and standards which include: physical inspection of the property, researching appropriate data, interviewing property owners, preparing field sketches, determining property classifications, and utilizing standard valuation techniques. Supervision is received from the Appraisal Supervisor or other administrative superior with work reviewed through reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Assist Appraiser with establishing the value of real property through review of records, interviews with property owners, builders, and/or real estate brokers, and application of established appraisal standards and procedures; assist Appraiser with establishing estimates of property value through the application of a variety of appraisal techniques and principles; assist Appraiser with the preparation of bench mark appraisals through inspections, drive by comparables and interviews with buyers, sellers and agents.

Interview property owners to gain pertinent information concerning rents, vacancies, expenses and property characteristics; meet with property owners or their agents to explain value assessments and provide information on appraisals; assist Appraiser with researching sales information and updating departmental records of sale comparables.

Record descriptions in the field including type and class of property, improvements, area measurements and related information; prepare field sketches of buildings; determine property classification of structures; establish and maintain computer records and reports; respond to personal or telephone inquiries from taxpayers regarding assessed valuations; adhere to established guidelines with regard to valuating real property.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the principles, methods, practices and techniques of real property assessment.

Some knowledge of the statutes and ordinances governing real property assessment.

Some knowledge of surveying, mapping, zoning and architecture as they apply to appraisals.

Ability to interpret and maintain written and computerized property records.

Ability to organize, analyze and interpret information.

Ability to establish and maintain effective working relationships with co-workers, property owners, public officials and the general public.

Ability to communicate effectively both orally and in writing.

Ability to deal effectively with the general public under adverse circumstances.

Ability to accurately perform mathematical calculations.

Ability to gather and document physical data obtained from property: land and improvements.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in law, math, business administration, public administration, or related field plus experience appraising real property.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in law, math, business administration, public administration, or related field plus some experience appraising real property; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Possession of an Appraiser Registration Certificate issued by the Nebraska Real Estate Appraiser Board, or able to meet the requirements necessary to take and pass the exam within 18 months after filling the position.

Approved by: _____
Department Head

Personnel Director

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